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STARS MANUAL

ENCUMBRANCES – SOLVING COMMON PROBLEMS

INTRODUCTION

Below are solutions to several situations which may occur.

STARS SAYS THE DOCUMENT NUMBER IS NOT FOUND

Even though you have the correct document number when paying an encumbrance, you must also have the correct budget fiscal year (BFY) of the encumbrance. Locate the BFY on the Document File (screen 64).

YOU MADE A REGULAR CURRENT YEAR PAYMENT THAT SHOULD HAVE BEEN AN ENCUMBRANCE

Use a TC 27A to remove the payment from current year, and then use a TC 27C to post to the encumbrance. Be sure to use the correct BFY of the encumbrance on the TC 27C.

This can be done for both current year and prior year encumbrances.

YOU MADE A PAYMENT AGAINST AN ENCUMBRANCE THAT SHOULD HAVE BEEN A REGULAR CURRENT YEAR PAYMENT

The solution depends on whether the encumbrance is a current year encumbrance or an encumbrance held over from a prior year. Depending on your situation, do the following:

CURRENT YEAR: Use a TC 27C R to reverse the expenditure from the current year encumbrance, and a TC 27A to post against current year with no encumbrance.

PRIOR YEAR: Send an e-mail to the DSA Help Line at dsahelp@dsahelp.sco.idaho.gov. Special transaction codes need to be input by SCO to restore the prior year appropriation for the erroneous posting.

YOU MADE A PAYMENT AGAINST THE WRONG ENCUMBRANCE

What you do depends on whether the encumbrance is a current year encumbrance or an encumbrance held over from a prior year. Depending on your situation, do the following:

CURRENT YEAR: Use a TC 27C R to reverse the expenditure from erroneous current year encumbrance, and a TC 27C to post to the correct current year encumbrance. **NOTE:** If the encumbrance was finalized in error, enter an “A” in the MOD field to allow the transaction to process.

PRIOR YEAR: Send an e-mail to the DSA Help Line at dsahelpline@sco.idaho.gov. Special transaction codes need to be input by SCO to restore the prior year appropriation for the erroneous posting.

YOU FINALIZED AN ENCUMBRANCE IN ERROR

The solution depends on whether the encumbrance is a current year encumbrance or an encumbrance held over from a prior year. Depending on your situation, do the following:

CURRENT YEAR: You can post additional payments; however, you must enter an “A” in the MOD field to open the current year encumbrance record for additional posting.

PRIOR YEAR: Send an e-mail to the DSA Help Line at dsahelpline@sco.idaho.gov. Special transaction codes need to be input by SCO to restore the prior year appropriation for the erroneous liquidation.

YOU NEED TO POST TO AN ENCUMBRANCE BUT THERE IS NOT ENOUGH BALANCE TO PROCESS

You can pay part of the payment with an encumbrance payment transaction code and the balance with a regular payment transaction code. If it is a current year encumbrance, you could increase the encumbrance using a TC 220 and pay the full amount using the encumbrance payment transaction code. However, this will not work with a prior year encumbrance.

YOU WANT TO POST A ROTARY FUND PAYMENT TO AN ENCUMBRANCE.

Use a TC 27C when posting a rotary fund payment to an encumbrance. This will allow the posting to show on the Vendor Payment file. You should have $TC\ 730 = TC\ 735 + TC\ 27C$.